FINAL

CHAPTER 6-

ARCHIVE PROCESS

Hundreds of thousands of information records are stored in the Single Family Acquired Asset Management System (SAMS) database. The volume of data is increasing all the time. When a database becomes loaded with too much data, the system performance can be compromised. To ensure that SAMS runs efficiently, SAMS data is archived yearly. This chapter discusses the Archive process.

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Chapter 6 contains:

Section 6.1 - About SAMS Archiving

This section provides a general overview of the SAMS Archiving activities.

Section 6.2 - Locate, View, or Print Archived Case Information

This section provides step-by-step instructions for retrieving an archived case record and for printing archive reports.

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6 SAMS ARCHIVING TASK

6.1 About SAMS Archiving

Introduction

This chapter describes in more detail the Archive Property activities within the Dispose of Property Case Management and Accounting subprocesses briefly identified in **Chapter 1 – Introduction to SAMS**. Case records created in SAMS remain in the active database until the case record is closed. Closed case records are removed from the active database and stored off-line (archived) on a yearly basis. Archiving historical information about a case reduces storage requirements and shortens the processing time for the active database. Archived records remain readily available to users through the Archive Search and Retrieval activities for individual case records and the historical information can still be accessed for reports and trend analysis.

The Archive Property activities include:

- Task 1: Identify cases eligible for archiving
- Task 2: Remove the cases from the active inventory tables
- Task 3: Maintain the historical case records
- Task 4: Provide access to the historical records on an as-needed basis

Notes

Future plans call for archiving batch, disbursement, receivable, 1099, and NAID records. These activities will be documented in future versions of this document.

This chapter covers:

- **Section 6.1 About SAMS Archiving**, which provides an overview of the archiving activities, explains the criteria used to determine eligibility for archiving, and defines the archiving schedule.
- Section 6.2 Locate, View, or Print Archived Case Information, which provides step-by-step instructions for locating and viewing archived case records and for printing archive reports. An illustration of the screen accessed to locate, view, and print archived case information is included in this section.

Archive Business Rules

The business rules which govern the selection of cases for archiving are:

- **Financial Activity**. The case must have prior journal entry activity on the Journal Entry (A8SPT097) and Journal Entry Detail (A8SPT096) tables. The case must have no financial activity for two (2) fiscal years prior to the target fiscal year for archive.
- Case Step. Current step information must be present in the U.S. Department of Housing and Urban Development (HUD) Property (A8SPT157) table.
- Normal Case. The case entered the system as an acquisition type of conveyed property (A), abandoned or custodial property (C), repossession (R), or Title 1 (T) and completed normal step processing from Step 1 through Step 10. The case has never been terminated, been marked as bad, or had special processing.
- **Terminated Case**. A terminated case (Active Inventory Flag=T) can be in any step. The case cannot have any outstanding accounting.
- **Bad Case**. A bad case (Active Inventory Flag=B) can be in any step. The case cannot have any outstanding accounting.
- **Final Payment**. The case must have an accounting entry on the Journal Entry (A8SPT097) and Journal Entry Detail (A8SPT096) tables with an accounting event of (DF-final claims payment)
- Acquisition Costs. The case must have an accounting entry which contains a post code of BC (acquired property established) on the Journal Entry (A8SPT097) and Journal Entry Detail (A8SPT096) tables
- Outstanding Balance. The account balances must equal zero.

Selection Criteria by Acquisition Code

The selection criteria by acquisition code is noted in Table 6-1 and defined in the following subsections for normal cases, buy backs, 312 cases, DOD cases, legal cases, and Title 1 cases with an Active Inventory Flag of C (closed case).

Table 6-1 Archive Selection Criteria

Criteria	Nor	mal		Buyback	312	DOD	Legal	Title 1
Acquisition Code	A	C	R	В	3	D	L	T
Active Inventory Flag	C	C	C	C	C	C	C	C
Step Number	10	10	10	10	10	10	10	10
Financial activity in last 2 years	No	No	No	No	No	No	No	No
Outstanding AR	No	No	No	No	No	No	No	No
Outstanding AP	No	No	No	No	No	No	No	No
Acquisition Cost	Yes	Yes	Yes					
Post Code	BC	BC	BC					
Accounting Event	DP, DF, or DS							
Final Payment	Yes							
JE Accounting Event	DF or CV							

Terminated or Bad Cases

The selection criteria for cases with an Active Inventory Flag of T (terminated) or B (bad) are noted in Table 6-2 Selection Criteria for Terminated or Bad Cases.

Table 6-2 Selection Criteria for Terminated or Bad Cases

Criteria			
Acquisition Code	A, C, R, B, 3, D, L, or T		
Active Inventory Flag	Terminated	Bad	
Step Number			
Financial activity in last 2 years	No	No	
Outstanding AR	No	No	
Outstanding AP	No	No	
Acquisition Cost			
Post Code			
Accounting Event			
Final Payment			
JE Accounting Event			

Normal Cases

A normal case is eligible for archiving if:

- 1. The Case is in Step 10
- 2. The Active Inventory Flag is C (closed case)
- 3. The Acquisition Code is *A* (conveyed property), *C* (abandoned, custodial, foreclosed), or *R* (repossession)
- 4. There has been no financial activity on the Case for two (2) fiscal years prior to the target fiscal year for archive
- 5. The Case has acquisition costs (Journal Entry Detail with a Post Code of BC-acquired property established and Accounting Event of DP-posted claim payment, DF-final claims payment, or DS-supplemental claim payment)
- 6. The Case has no outstanding Account Receivables
- 7. The Case has no outstanding Account Payables

Buy Backs

A buy back is eligible for archiving if:

- 1. The Case is in Step 10
- 2. The Active Inventory Flag is *C* (closed case)
- 3. The Acquisition Code is *B* (buyback)
- 4. There has been no financial activity on the Case for two (2) fiscal years prior to the target fiscal year for archive
- 5. The Case has no outstanding Account Receivables
- 6. The Case has no outstanding Account Payables

312 Cases

A 312 case is eligible for archiving if:

- 1. The Case is in Step 10
- 2. The Active Inventory Flag is *C* (closed case)
- 3. The Acquisition Code is 3 (Section 312)
- 4. There has been no financial activity on the Case for two (2) fiscal years prior to the target fiscal year for archive
- 5. The Case has no outstanding Account Receivables
- 6. The Case has no outstanding Account Payables

DOD Cases

A DOD case is eligible for archiving if:

- 1. The Case is in Step 10
- 2. The Active Inventory Flag is *C* (closed case)
- 3. The Acquisition Code is D (DOD)
- 4. There has been no financial activity on the Case for two (2) fiscal years prior to the target fiscal year for archive
- 5. The Case has no outstanding Account Receivables
- 6. The Case has no outstanding Account Payables

Legal Cases

A legal case is eligible for archiving if:

- 1. The Case is in Step 10
- 2. The Active Inventory Flag is C (closed case)
- 3. The Acquisition Code is *L* (legal)
- 4. There has been no financial activity on the Case for two (2) fiscal years prior to the target fiscal year for archive
- 5. The Case has no outstanding Account Receivables
- 6. The Case has no outstanding Account Payables

Terminated Cases

A terminated case is eligible for archiving if:

- 1. The Active Inventory Flag is *T* (terminated)
- 2. There are no outstanding accounting entries
- 3. There has been no financial activity on the Case for two (2) fiscal years prior to the target fiscal year for archive
- 4. The Case has no outstanding Account Receivables
- 5. The Case has no outstanding Account Payables

6.2 - Locate, View, or Print Archived Case Information (continued)

Bad Cases A bad case is eligible for archiving if:

- 1. The Active Inventory Flag is *B* (bad)
- 2. There are no outstanding accounting entries
- 3. There has been no financial activity on the Case for two (2) fiscal years prior to the target fiscal year for archive
- 4. The Case has no outstanding Account Receivables
- 5. The Case has no outstanding Account Payables

Archive Frequency

Case records that match the criteria specified in Table 6-1 Archive Selection Criteria, are archived at the close of each fiscal year. Archived case information can be viewed on-line as needed. Requested Archive reports are printed overnight.

Case Entity Archival Sources

The Case entity archival information is derived from the sources listed in Table 6-3.

Table 6-3 Archive Sources

A8SPT013	Property Appraisal
A8SPT040	Sales Receivable
A8SPT043	Case Disposition Program
A8SPT058	Disposition Program Sales Incentives
A8SPT066	Extension Request
A8SPT096	Journal Entry Detail
A8SPT097	Journal Entry
A8SPT098	Late Fees
A8SPT099	Lead Based Paint Treatment Plan
A8SPT100	Lead Based Paint Test Results
A8SPT109	Lease Eviction History
A8SPT114	Manual Journal Entry
A8SPT148	Property Case History
A8SPT151	Property Fee Status History
A8SPT154	Property manager Contract History
A8SPT157	HUD Property
A8SPT158	Property Listing
A8SPT160	Property Repair
A8SPT162	Property Unit
A8SPT164	Property Rent
A8SPT167	Property Remark
A8SPT168	Property Unit Lease
A8SPT172	Property Extra Amenity
A8SPT180	Title Evidence Reject Reason
A8SPT188	Sales Advertising
A8SPT190	Sales Offer
A8SPT191	Sales Package
A8SPT194	Sales Contract Purchase History
A8SPT197	Sales Offer History
A8SPT208	Title Evidence Request Log
A8SPT209	Title Evidence
A8SPT248	Sales Package History
A8SPT251	Ledger Case/Account Summary
A8SPT266	Terminate Case Audit
A8SPT268	Bid Received
A8SPT272	Fund/SOA/Endorsement History

Historical Record Content

The select information retained for the archived records and displayed on-line includes:

- Case HUD Office prefix and Case Number
- Current HUD Office
- Fund Code
- Section of the Act
- Endorsement Date
- Acquisition Code or Type
- Active Inventory flag
- Property Address
- Date Acquired
- Date Closed
- Date Reconciled
- Date Archived
- Last Step Number or Current Step Number
- Last Fee Status or Highest Fee Status
- Last Step Date

Note

A complete record is stored on magnetic tape for each archived case. A nightly batch job retrieves this case information to generate any archive case reports (i.e., Case Detail History, Accounting History, Statement of Account) requested that day.

Archive Reports

A complete record of each archived case is stored on magnetic tape. A nightly batch job retrieves this case information to generate any archive case reports requested that day. The standard archive reports available from the Archive Case Query and Reports (ARCS) screen are:

- Case Detail History report which provides historical case management details (i.e., contract year, fee status, fund code, mortgagee information, property management information, property details).
- Accounting History (ACHICD01) report, which provides accounting
 history for the case including accounts payable, and disbursement details for
 the case. (Refer to Chapter 11 SAMS Reports for a description of this
 report.)
- Statement of Account (ACSASD01) and Archive Statement of Account (A8SPARR5) reports, which provide line item accounting information (i.e., property manager fee, advertising, closing agent fee, appraisal fee) and closing balances. (Refer to Chapter 11 SAMS Reports for a description of these reports.)

Note

Other SAMS standard reports containing archive case information (i.e., case counts of inception-to-date or program-to-date totals) include *Teacher Next Door Summary* (CMOTHS01) and *Officer Next Door Summary* (CMOTHS02) for Case Management, *Teacher Next Door Summary* (CMOTCS01) and *Officer Next Door Summary* (CMOTCS02) for Marketing & Management, *One Dollar Homes Summary* (CMODHS01) and *One Dollar Homes State Summary* (CMODCS01) and *One Dollar Homes State Summary* (CMODCS02) for Marketing & Management.

6.2 Locate, View, or Print Archived Case Information

Archiving Tasks

The archiving activities begin when closed case records are moved to the archive tables. The archiving tasks are:

Task 1: Archive Historical Case Information

Task 2: Locate Archived Case Records

Task 3: View Archived Case Records

Task 4: Print Archive Reports

Task 1: Archive Historical Records

At the end of the fiscal year a batch schedule (ID90) runs which searches the SAMS database and creates archive (historical) records based on pre-defined criteria. (Refer to Section About SAMS Archiving for details on the business rules and archiving criteria used.) The archive records are stored on magnetic tape. Select information regarding archived case records is available to authorized users on-line and through three (3) established reports.

Task 2: Locate Archived Case Records

Accounting and Case Management personnel access the Archived Case Query and Reports (ARCS) screen (described in detail in **Section 6.2 - Locate**, **View**, **or Print Archived Case Information**) and enter the archived case number to locate (access) the specific case record.

Task 3: View Archived Case Records

Select information (i.e., property address, endorsement date, fund code, date reconciled, fee status) for an archived case can be displayed on the Archived Case Query and Reports (ARCS) screen (described in detail in **Section 6.2 - Locate**, **View, or Print Archived Case Information**).

Task 4: Print Archive Reports

Detailed information about an archived case is available through three (3) standard reports (described in detail in **Section 6.2 - Locate, View, or Print Archived Case Information**):

- Case Detail History
- Accounting History
- Statement of Account

After locating the desired archived case record, authorized users select one or more reports to be generated overnight for the selected case record.

Processing Screens

The Archive data and query screen allows authorized SAMS Accounting and Case Management personnel to:

- Locate an archived record
- View select historical information on-line
- Generate Archive reports for the selected case or cases

Note

Refer to the **Using SAMS** section in **Chapter 1 – Introduction to SAMS** for detailed instructions on signing on to SAMS and opening the SAMS Main Menu.

Data/Query Screen

The data/query screen covered in this section is:

The Archived Case Query and Reports Query (ARCS) screen is accessed from the Data Base Search (LMSR) and Archive Search (LMAR) submenus.

Database Search Menu (LMSR)

To access the SAMS Database Search (LMSR) submenu, illustrated in Figure 6-1, either:

- Select the *Database Search* option from the SAMS Main Menu (LMNM)
- Enter *LMSR* after the <u>Screen</u> field in the upper left-hand corner of a screen using the Expert mode

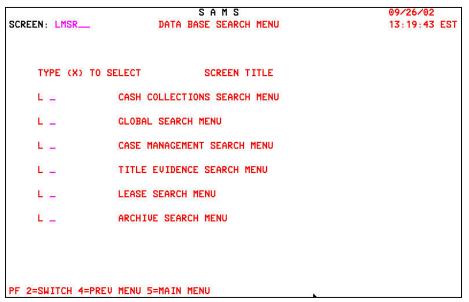


Figure 6-1 Data Base Search Menu (LMSR)

Archive Search Menu (LMAR) To access the SAMS Archive Search Menu (LMAR), illustrated in Figure 6-2, either:

- Select the Archive Search option from the SAMS Data Base Search Menu (LMSR)
- Enter *LMAR* after the <u>Screen</u> field in the upper left-hand corner of a screen using the Expert mode



Figure 6-2 Archive Search Menu (LMAR)

Note

The screens included in this document are for illustrative purposes only and reflect the menu selections and screen layouts available at the time the screen was captured. Menu or screen changes from a later release of SAMS are noted and will be documented in the next release of this document.

6-11

Archived Case Query and Reports Query (ARCS) Screen

To access the Archived Case Query and Reports Query (ARCS) screen, illustrated in Figure 6-3, either:

- Enter an *X* in the <u>Sel</u> field for the *Archived Cases* query option on the Archive Search Menu (LMAR) and press the **<ENTER>** key
- Enter *QARCS* in the <u>Screen</u> field and press the <**F2**> key using the Expert mode

Before You Begin

Gather this information before accessing the Archived Case Query and Reports Query (ARCS) screen:

• The Case Number of the archived case

```
SAMS
                                                                   09/26/02
SCREEN: QARCS_
                    ARCHIVED CASE QUERY AND REPORTS QUERY
                                                                   13:24:09 EST
CASE NUMBER:
                   FUND:
                                              ENDORSEMENT DATE:
HUD OFFICE:
                                 SOA:
                   ACTIVE INVENTORY FLAG:
  ACQ CODE:
STREET NUM:
                    DIR PREF:
                                 STREET NAME:
                                                                    DIR SUF:
UNIT:
                                            COUNTY:
                                                           STATE CODE:
                CITY:
ZIP CODE:
                +4:
        DATE ACQUIRED:
                                         DATE CLOSED:
                                     DATE RECONCILED:
     LAST STEP NUMBER:
                                      LAST STEP DATE:
      LAST FEE STATUS:
                                     FEE STATUS DATE:
        DATE ARCHIVED:
 _ CASE DETAIL HISTORY
                              ACCOUNTING HISTORY
                                                       _ STATEMENT OF ACCOUNT
CASE HUD OFFICE PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU
```

Figure 6-3 Archived Case Query and Reports Query (QARCS) Screen

Data Screen Options

On the Archived Case Query and Reports Query (ARCS) screen to:

- *Locate* (*query*) an archived case record, enter *QARCS* in the <u>Screen</u> field and press the <F2> key.
- *Print* an archive report, enter *QARCS* in the <u>Screen</u> field and press the <**F2**> key

Procedure Table

Follow the instructions in Table 6-4 Archived Case Query and Reports Query (ARCS) Procedure Table to locate or view an archived case record or to print an archive report:

Reminder

In the Procedure Table fields which must be completed on a screen are marked as [REQUIRED], fields which have a Look-up table available are marked with an asterisk (*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen

Table 6-4 Archived Case Query and Reports Query (ARCS) Procedure Table

Data Field	Valid Entries	Description
Case Number	9 alphanumeric characters Format: 999 999999	[REQUIRED] Enter the Case Number with prefix.
In <i>all</i> modes, press the <	•	
	1 1	e values of the fields identified here.
HUD Office	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
Fund	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
SOA	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field. Section-of-the-Act (also referred to as the SOA).
Endorsement Date	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
Acq Code	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
Active Inventory Flag	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Street Num	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Dir Pref	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Street Name	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
Dir Suf	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
Unit	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
City	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.

Table 6-4 Archived Case Query and Reports Query (ARCS) Procedure Table, continued

Data Field	Valid Entries	Description
County	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
State Code	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
Zip Code	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
+4	N/A	System generated; based on the entry in the <u>Case</u> <u>Number</u> selection field.
Date Acquired	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Date Closed	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Date Reconciled	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Last Step Number	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Last Step Date	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Last Fee Status	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Fee Status Date	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Date Archived	N/A	System generated; based on the entry in the <u>Case</u> Number selection field.
Case Detail History		Enter an <i>X</i> and press the ENTER > key to generate the Case Detail History report for the selected case.
		Result : The system generates the report and sends it to the default printer queue to print overnight.
Accounting History		Enter an <i>X</i> and press the <enter></enter> key to generate the Accounting History report for the selected case.
		Result : The system generates the report and sends it to the default printer queue to print overnight.
Statement of Account		Enter an <i>X</i> and press the ENTER > key to generate the Statement of Account report for the selected case.
		Result : The system generates the report and sends it to the default printer queue to print overnight.

Table 6-4 Archived Case Query and Reports Query (ARCS) Procedure Table, continued

Data Field	Valid Entries	Description	
To print the selected report(s), press the <enter></enter> key.			

Result: The system generates the selected report(s), places the report(s) in the default print queue to print overnight, and redisplays the Archived Case Query and Reports Query (ARCS) screen. Press the <**ENTER**> key again to:

- Locate and view another archived case record
- Select another report to print for the selected record
- Exit this screen

Note: More than one report can be requested for the selected case.

6-15